

# CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388  
Phone 503-678-5543 • Fax 503-678-2750  
www.donaldoregon.gov

## City Council Regular Meeting Action Agenda Summary Tuesday, February 8, 2022 at 7:30pm Council & Staff at City Hall: 10710 Main St. NE Public Attendance via Webex: Details at end of Agenda

**OPEN MEETING:** Mayor Rick Olmsted opened the Regular meeting of the Donald City Council on Tuesday February 8, 2022 at 7:30pm.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL:**

*Council Present In-Person:* Mayor Rick Olmsted, Council President Katie Gonzalez, Councilors: Mark Buzzard, Gerry Waller and Troy Hellickson.

*Council Absent:* Alysha Irvin

*Staff Present:* City Attorney Andrew Cole, Public Works Director Alonso Limones and City Manager Eric Underwood.

Mayor Olmsted asked that the Council and audience members take a moment to reflect on the loss of St. Paul Firefighter Austin Smith who tragically lost his life fighting a barn fire down the road from Donald.

### **PRESENTATIONS:** Marion County Sheriff's Office – Commander Jeff Stutrud

Commander Stutrud shared with the Council the details including services provided and cost associated with contracting a full-time Marion County Officer to police Donald.

Stutrud explained that the Council will be highly involved with the selection process and shared a copy of the City of Aurora's contract for reference.

Councilor Hellickson asked if the Deputy will have a set schedule. Stutrud said the Council will work directly with the Officer on determining a schedule and what the expectations and needs are of the community. Stutrud suggested that the Council come up with schedule before interview process begins so the announcement for the position can include the respective schedule.

Council President Gonzalez shared that after quickly reviewing the Aurora contract example, the Council should be mindful that if the Donald Officer gets a call to assist outside the City that officer will take the call. However, even if the Donald Officer is off duty, Marion Co. Sheriff's Office will respond in the event of an emergency.

Stutrud elaborated on the training requirements for the Officer, estimated the hours for sick and vacation time at six hours per month. Stutrud also shared that the vehicle's maintenance would be in Salem and that the commute time and time for the vehicle maintenance would be a part of the Officer's scheduled 40 hour a week.

Council Buzzard asked in the event the Police car is totaled in an accident, whom would be responsible for covering the cost of the replacement vehicle. Stutrud explained that since the car is covered under the

County's insurance, the County would replace the vehicle and work directly with the insurance company and costs would not be incurred by the City.

Answering Councilor Buzzard's question, Stutrud explained that it is up to the city to decide if the Officer will work out of City Hall or a separate building.

Commander Stutrud completed his presentation and Council thanked him for his time.

**ADD/DELETE AGENDA ITEMS:** None

**COMMUNITY MEMBER'S FEEDBACK:**

*Pamela McGowan, Feller St.:* Misuse of the Public Bathroom at the Donald Hometown Park:

Council discussed with staff the hours of operation for the bathroom and if the security cameras are setup to view and record the bathroom.

Mayor Olmsted asked City Manager Underwood to gather information and provide an appropriate response to the complaint.

**PUBLIC HEARINGS:** None

**POLICE REPORT AND STATS:**

Commander Stutrud addressed the question of whether Marion Co. Sheriff's Office will respond to noise complaints in the City stating that Officers will respond depending on the priority of the call. Stutrud asked the Council to please let him or the Sheriff's Office know, if there is a reoccurring incident.

Stutrud elaborated on the mental health resources available and the Sheriff's Department role in providing mental health services.

Public Works Director Limones asked what people would be cited into court in the event they receive a traffic ticket. Stutrud shared that his understanding is that citations would go through the Donald Municipal Court but he will follow-up and report back to City Manager Underwood with a definitive answer.

The Council thanked Commander Stutrud for his time and presentation.

- ✓ Councilor Hellickson motioned and Council President Gonzalez seconded to post the Marion Co. Police Statistics for January 2022 to the City's website. No discussion: Vote: 5-0-0; motion carried.

**CONSENT AGENDA**

- I. **Action Agenda Summaries: January 11, 2022 Executive Session, January 11, 2022 Regular Meeting**
- II. **Post on Website Aurora Fire District Logs: January 2022**
- III. **Check Register & Cash Sheet: January 2022**

- ✓ Council President Gonzalez motioned and Councilor Waller seconded to approve the Consent Agenda Items as presented. No discussion. Vote: 5-0-0; motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS**

- I. **Vote: Resolution No. 546-22: Refer a Bond Measure to the May 17, 2022 Election Ballot for Permanent Policing Services provided by Marion Co. Sheriff's Office for FY 2022-2026**

Discussion was held regarding the community survey that was available on the City's website for people to provide their feedback.

Public Works Director Limones wanted to bring attention to the fact that the bond measure would not include cost for having a traffic court again including software and additional needed equipment.

Attorney Cole stated that it is best practice and preferable to the electors to limit the ballot title to a single subject and state exactly what rate per 1,000 the levy would assess.

- ✓ Council President Gonzalez motioned and Councilor Hellickson seconded to approve Resolution No. 546-22 "A Resolution calling an election to submit to City voters the question of authorizing a \$1,050,000 local option levy for permanent policing services", with the amendment correcting the spelling error in the resolution title and striking section four of the resolution. No discussion. Vote: 5-0-0; motion carried.

**II. Vote: Resolution No. 547-22: Amending the City of Donald's System Development Charges**  
City Manager Underwood referred to his memo that was included in the Councilor's packets for prior inspection. Manager Underwood explained City staff's reasoning for recommending the rates increase July 1, 2022.

Councilor Hellickson asked what triggers a developer to pay SDCs to which Manager Underwood responded that SDCs are due at the time a developer or builder applies for their building permit.

- ✓ Council President Gonzalez motioned and Councilor Waller seconded to approve Resolution No. 547-22 "A Resolution amending Water, Sewer, Park, Stormwater and Transportation System Development Charge Fees." Councilor Hellickson asked if the Resolution needed to include that the Resolution would take effect July 1, 2022. Council President Gonzalez updated her motion adding that section four of the Resolution includes the SDC rate increase begins July 1, 2022. Councilor Waller seconded. No further discussion. Vote: 5-0-0; motion carried.

**III. Vote: OLCC Renewals for Donald Tavern, Center Market and Happy Street Market & Café**  
Manager Underwood referred to his memo that was included in the Councilor's packets for prior inspection.

- ✓ Councilor Hellickson motioned and Council President Gonzalez seconded to approve the OLCC Renewals for the Donald Tavern, Center Market and Happy Street Market & Café pending the payment of the renewal fees. No discussion. Vote: 5-0-0; motion carried.

**IV. Vote: Community Member of the Month and Community Member of the Year**

- ✓ Council President Gonzalez motioned and Councilor Buzzard seconded to award Community Member of the Year for 2021 to Gerry Waller and Community Member of the Month for January 2022 to Troy Hellickson as nominated. No discussion. Vote: 3-0-2; motion carried. \*Councilor Waller and Councilor Hellickson abstained from voting.

**V. Vote: Reversal of \$20 Red-Tag fee for Utility Billing Customer**  
Manager Underwood referred to the memo that was included in the Councilor's packets for prior inspection.

- ✓ Councilor Waller motioned and Councilor Hellickson seconded to reverse the \$20 Red-Tag fee for the Utility Billing Customer. Council President Gonzalez added that miscommunication has happened for other customers and to be mindful that this motion to reverse the fee sets a precedent. No further discussion. Vote: 4-1-0; motion carried. \*Councilor Buzzard voted nay.

## **COUNCIL COMMUNICATIONS**

**I. Council Discussion of Current Affairs in Donald**

**II. Focus Group Reports**

**III. Mayor's Report**

Mayor Olmsted shared with the Council that he attended virtually, the annual Leadership Roundtable with Congressman Schrader's office and that City Manager Underwood is in touch with Congressman Schrader's staff to make them aware of Donald's infrastructure needs.

#### **IV. Donald Beautification Group Meeting Update**

Councilor Waller called attention to the Valentine's Day decorations in the windows at the DCC. Councilor Waller shared she is getting information to DBG for the project of beautifying the intersection of Main St. and Donald Rd. Councilor Waller asked the Council and City Manager if it would be alright to do her April Newsletter article asking the community if they would like to get bus stops in Donald to assist in transportation to other Cities. City Manager Underwood explained that the survey can be advertised through normal means such as the monthly newsletter, website and possibly including a survey with the Utility Bills.

#### **REVIEW ITEMS**

- I. Building Logs: January 2022**
- II. Business License Renewals: January 2022 to March 2022**
- III. Gas Logs: January 2022**
- IV. Water Testing Report: January 2022**
- V. Employee Safety Meeting Minutes: January 2022**

#### **PUBLIC WORKS REPORT**

Public Works Director Limones referred to his monthly report that was included in the Councilor's packets for prior inspection.

#### **CITY MANAGER REPORT**

City Manager Underwood referred to his monthly report that was included in the Councilor's packets for prior inspection.

#### **ADJOURN**

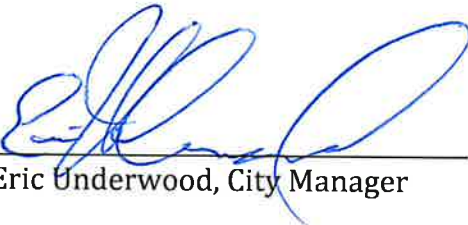
- ✓ Councilor Hellickson motioned and Councilor Waller seconded to adjourn the Regular City Council meeting at 9:27pm. No discussion. Vote: 5-0-0; motion carried.

Date: March 8, 2022

Signed:   
Rick Olmsted, Mayor

#### **ATTEST:**

Date: March 8, 2022

Signed:   
Eric Underwood, City Manager

*Respectfully submitted by Randi Meadors, City Clerk*

\*Indicates correction made prior to approval.